

Record Keeping Information

DO NOT return these record keeping forms to the Organic Food Program with your application. These forms are for your own records. Records of material applications must be available during your inspections.

Record Keeping Forms

The organic standards (WAC 16-156-040) require that accurate records are maintained of all materials applied to the plants and/or soil where organic and/or transitional crops are produced. Pesticide application rules require record keeping for all pesticides applied to crops.

The **Pesticide Application Record (Version 2)** specifies the records required for applying pesticides. Use this form to record your pesticide applications.

For other materials, such as fertilizers and soil amendments you may use the **Organic Material Application Record** to record materials applied.

Organic standards require that the following records be maintained:

1. The materials applied to the soil, applied to the crops, or added to irrigation water. The date the material was applied.
2. The name of the material applied.
3. Brand name materials must be identified by brand name.
4. Unbranded materials must be identified by type of material (e.g. chicken manure) and source (e.g. XYZ Egg Farm).
5. The date the material was applied.
6. The quantity of the material applied.
7. The application rate.

Make copies of these forms as necessary. If you have further questions pertaining to record keeping requirements contact the Organic Food Program at (360) 902-1805 or Email: organic@agr.wa.gov.